

Cause Number: _____

In the Guardianship of _____,

an Incapacitated Person

§
§
§

In Probate Court of _____

Galveston County, Texas

**GUARDIAN'S ☐ INITIAL ☐ ANNUAL ☐ FINAL
REPORT ON THE CONDITION AND WELL-BEING OF A WARD**

Check one: ☐ Guardianship of Person Only ☐ Guardianship of Person and Estate

*Please fill out this form completely, answering every question, except when directed otherwise.
"Not applicable" is not a proper response and can delay processing and approval.*

On this day, the Guardian in this matter stated the following under penalty of perjury, declaring that each statement is true and correct:

1. WARD: Name _____ Age ____/DOB _____
Address (no P.O. Box) _____
City/State/Zip _____
Phone _____ New Address? ☐ YES ☐ NO

2. GUARDIAN(s): Name(s) _____
Age(s) _____ / DOB(s) _____
Address (no P.O. Box) _____
City/State/Zip _____
Phone _____ New Address? ☐ YES ☐ NO
Relationship to Ward: _____

If co-guardians,
both must be listed.

During the past reporting year, have you been convicted of a felony or a misdemeanor other than a minor traffic offense? ☐ YES ☐ NO If YES, explain _____

If you are a private professional guardian, a guardianship program, or the Department of Aging and Disability Services, have you been the subject of an investigation conducted by the Judicial Branch Certification Commission during the past reporting year? ☐ YES ☐ NO

If this is your final report, answer the questions in box below. **If this is not your final report, skip to #4.**

3. FINAL REPORTS ONLY

I am filing a Final Report because (check one)

- ☐ I am resigning ☐ the ward has turned 18 ☐ the ward has died
☐ other; if "other," please explain: _____

A. If you are **resigning**, has a successor guardian been identified? ☐ YES ☐ NO

Name _____ Age ____ DOB _____
Address _____
City/State/Zip _____
Phone: _____

B. If because **Ward has turned eighteen**, attach birth certificate.

C. If because the **Ward has died**, attach death certificate.

4. During the last year, I have visited the Ward in person _____ times. Date of last visit: _____

*** If ward lives with you, put 365, and put today's date as "Date of last visit"**

* If zero visits, please explain: _____

5. Ward's residence is (check **only one**):

☐ Ward's home

☐ Guardian's home

☐ Relative's home (give relative's name) _____

Or in the type of facility checked below:

☐ Nursing Home ☐ Group home ☐ Hospital/Medical facility

☐ State Supported Living Center (State School) ☐ Other

Please provide NAME of facility: _____

6. How long has the Ward lived at this address? _____

Any change in residence in last year? ☐ Yes ☐ No If YES, explain: _____

7. **All** guardians **must** report on the amount and source of the Ward's income, regardless of whether the income comes to someone other than the guardian (such as the Ward's residence). Note that Social Security benefits are considered income, but that child support is not.

A. Source of Ward's income: _____

B. **Annual** amount of Ward's income: _____ (monthly x 12)

If zero, explain: _____

8. In addition to the Guardian of the Person, is there a **Court-appointed** Guardian of the Ward's **estate**?

☐ Yes ☐ No Note: just because you are the Rep Payee does not necessarily mean there is a guardianship of the estate.

Depending on your answer, please answer the questions in only one of the boxes below:

If you
answered
"NO" to
question 8
➡

A. If there is NOT a Guardian for the Ward's estate, please answer the following questions and attach additional information as directed:

(1) Has a Court Order directed you to manage any funds of the Ward **other than Social Security funds**? ☐ Yes ☐ No

➔ **If YES, you MUST report on your management of those funds by attaching an income and expenses worksheet to this Annual Report.** Forms are available on the Court's website.

(2) Are you the **representative payee** of the Ward's Social Security Disability (SSI) or Social Security Retirement Benefits? ☐ Yes ☐ No

➔ **If YES, you MUST attach** to this Annual Report either

1. a copy of your most recent Representative Payee Report provided by Social Security
OR

2. the Court's Representative Payee Report Form. If you do not receive the form from Social Security, you can get the Court's form on the Court's website or from the Court.

OR

If you
answered
"YES" to
question 8
➡

B. If there IS a Guardian for the Ward's estate, please answer the following two questions:

(1) Are you the Guardian for the Ward's estate? ☐ Yes ☐ No

(2) Do you as Guardian of the Person receive an allowance from the Guardian of the Estate?
☐ Yes ☐ No

If YES, annual amount of allowance received _____

9. **Has the Court approved a formal “Case Management Agreement” for case management services to the Ward?** A Case Management Agreement is a signed contract with a professional case manager *that has been formally approved by the Court.* (This is not the same as a “Care Plan” from a medical provider.)

☐ Yes ☐ No

→ **If YES, you MUST attach an updated copy of the case manager’s care plan for the Ward for the Court’s approval.**

10. During the past year ward has been treated or evaluated by the following professionals.

As a guardian, it’s your duty to know this information and to provide the information to the Court even if the Ward’s residential facility arranges the services.

☐ Physician. Name: _____

Describe: _____

Does the Ward see this doctor on a regular basis? ☐ Yes ☐ NO

☐ Psychiatrist. Name: _____

Describe: _____

☐ Social Worker or other case worker. Name: _____

Describe: _____

☐ Dentist. Name: _____

Describe: _____

☐ Other. Name: _____

Describe: _____

11. Social Conditions: During the past year the ward has participated in the following activities.

*What does your ward do all day? Note that for each type of activity checked, **you must describe the activities** (e.g., movies, bowling, Special Olympics, church, eating out, etc.). Don’t leave blank or simply write the name of the residential facility.*

☐ Recreational: _____

☐ Educational: _____

☐ Social: _____

☐ Occupational: _____

☐ None available.

☐ Refuses or is unable to participate.

12. During the past year the ward’s mental health has:

☐ Remained about the same

☐ Improved. Describe: _____

☐ Deteriorated. Describe: _____

13. As Guardian of the Person, I ☐ HAVE FILED ☐ HAVE NOT FILED for **Emergency Detention of the Ward** pursuant to the Texas Health & Safety Code. (An example of emergency detention is a request for an emergency hospitalization of the Ward for mental health or safety reasons.) If you answered HAVE FILED, please list the number of times and the dates: _____

14. During the past year the ward's physical health has:

☐ Remained about the same

☐ Improved. Describe: _____

☐ Deteriorated. Describe: _____

15. As guardian, I believe the Ward's living arrangements are ☐ Excellent ☐ Average ☐ Below average

If below average, explain: _____

16. As guardian, I believe that my ward is

☐ Happy/Content with living situation

☐ Unhappy with living situation

17. As guardian I believe my ward ☐ DOES ☐ DOES NOT have unmet needs.

(Unmet needs = problems with food, shelter, medical care)

If you answered DOES, please explain: _____

18. The power authorized by this guardianship should be:

☐ Unchanged

☐ Decreased (explain: _____)

☐ Increased (explain: _____)

19. Check each box immediately below to affirm that you already have taken care of the specified duty or that you will do so within the time indicated. **These duties are required by Texas law.**

☐ **I affirm that I already have done the following or will do so within one week of the date I sign this**

Report: I have communicated or will communicate to the ward that (1) I am seeking to continue, modify, or terminate the guardianship and (2) the ward has the opportunity to appear before the court to express the ward's preferences and concerns regarding whether the guardianship should be continued, modified, or terminated.

☐ **I affirm that I will give the ward a copy of this annual report within 30 days of the date I sign the Report.**

20. **Guardian's Bond:** Check the appropriate box below, adding an explanation if requested.

Note: Even if Ward's residential facility pays your bond premium for you, it is your responsibility to verify that the bond payment is current and then mark "have paid." If you are not sure, you can look for a statement that the premium was paid on one of the accountings the facility sends you, or you can call the facility and ask.

☐ **I HAVE PAID** the bond premium for the next reporting period.

☐ **I HAVE NOT PAID** the bond premium for the next reporting period (explain: _____)

☐ I have a **CASH BOND** on file with the Court.

☐ **DADS** guardianship.

21. If possible, **please** attach a current photograph of the ward.

22. Please state any additional information concerning the ward that you would like to share with the Court. (You may continue on another page.)

Please note:

- (1) There may be fees required by the clerk. You can call the clerk's office to verify: 409-766-2202.
- (2) If there is also a guardianship of the estate, new Letters cannot be issued until the annual account is approved. (Note that an annual account cannot be approved until your attorney has submitted *everything* necessary to the Court, including required back-up.)

Complete the following. The signature below does not require a notary.

I, _____, the guardian of the person for _____,
(insert name of guardian of the person) (insert name of ward),

in Galveston County Texas, declare under penalty of perjury that the foregoing is true and correct.

Executed on _____ 20_____

Guardian's signature

If this report is for Co-Guardians, also complete the following:

I, _____, the guardian of the person for _____,
(insert name of co-guardian of the person) (insert name of ward),

in Galveston County Texas, declare under penalty of perjury that the foregoing is true and correct.

Executed on _____ 20_____

Co-Guardian's signature (if any)

Mail to:

Galveston County Clerk's Office,
Probate Department
P.O. Box 17253
Galveston, TX 77552-7253

Or deliver to:

Galveston County Clerk's Office
600 59th St., Suite 2001
Galveston, TX 77551